SPECIAL PAYMENTS AS REGULAR PAY SCREEN ID: HUC01 COMPANY BATCH PAGE NUMBER NO NO 0 0 (3) HOURS (4) RATE/AMT (5) **A EMPLOYEE** DATE DATE NUMBER FROM U PAY TO D 2nd line LABOR CODE WORKFIELD N (1) SH (Shift) Code: (3) HOURS SHADED AREAS ARE NOT USED FOR INPUT AT THIS TIME 0 or 1 - None Enter regular or OT hours (5) AU (RATE/AMT Indicator) 2 - Second Shift Enter as 2-decimal amount (4) RATE/AMOUNT 3 - Third Shift ex: 40 hours = 4000 Specify a 6-decimal rate or 0 - If hours are entered RATE AMT field IS A 6-decimal place rate; if no hours, RATE AMT field is a 2-decimal place amount a 2-decimal amount (2) DED (Deduction) Code: ex: \$5.50/hour = 5500000 1 - RATE AMT field is a 2-decimal amount even if hours are entered 0 - Withhold normal deductions ex: \$400 amt = 40000 7 - Withhold % deductions only **SCREEN ID: HRSBB** 8 - Do not withhold deductions 9 - Withhold only banking deductions Company Batch Control Totals 'A' Control Totals 'B' (Regular/SP Hours) (Overtime Hours) Number Number 0 0 Control Totals 'C' Control Totals 'D' Pay Range Authorized Signature Date (Regular/SP Rates and Amounts) (Overtime Rates and Amounts) 2 Keyed By Date Form PR-4 Rev 10/04